

KHRIS Training

E-learning Courses:

HIPAA (The Health Insurance Portability and Accountability Act):

This online training, by law, must be completed periodically by HR personnel. The training is required for HR generalists or primary users. Contact your agency training lead for information regarding completion of this class prior to KHRIS training.

Basics of Navigation:

This e-learning course will prepare employees to identify, describe, and use the basic functionality of KHRIS. Primary users (human resource generalists), time administrators or time keepers, and secondary users will be required to take the Basics of Navigation course. Users attending HRG and time administration or time keeper classroom training through the Personnel Cabinet should complete this course prior to attending class. This course will familiarize learners with key terms and demonstrate how to navigate within KHRIS. As they become familiar with the system, users will be introduced to the KHRIS screens, fields, and features and will become familiar with the portal screen layout. Employees will also have hands-on exercises teaching them the basics of navigating the screens. As an e-learning course, the Basics of Navigation course is self directed, but should take no longer than two hours to complete. This course is *not* a requirement for employees and managers who will only be using Employee Self Service (ESS) and Manager Self Service (MSS). Users will be able to repeat this course multiple times, if needed, and must have access to the internet.

This course is currently available [here](#). After clicking on the link, the entry screen will open. Click on the word "Course" to launch the e-learning course. It will then launch in a separate window. If you have problems or issues accessing the Basics of Navigation e-learning course, please contact the KHRIS Service Center at 502-564-(HELP) 4357 or PERS.KHRIShelpdesk@ky.gov

NOTE: Each agency should have a process established to monitor and track the completion of this course, as it is a required course. Please check with your [training lead](#) to make sure you receive credit for completing the course.

Employee Self Service (ESS):

This e-learning course will be available to all employees and can be taken at their convenience and at a pace that's comfortable for them. The e-learning courses are designed to be engaging and interactive, and will contain simulations that show users how to navigate the system and test their knowledge. E-learning courses can be taken multiple times. The ESS course will show the user a collection of services designed to provide individual employees access to view and maintain their own data. For example, employees will learn to make an address change, change bank information, enter and submit leave requests, view paychecks, and view benefit data. Some agencies may choose to supplement the e-learning with lunch-and-learns or additional activities. ESS e-learning will be available in February. The course itself will take approximately two hours for new users to complete. Your agency [training lead](#) will contact you regarding these training opportunities.

Manager Self Service (MSS):

MSS is an integrated application that gives managers information and tools to help with their daily HR work functions. Specific functions will give managers the ability to view employee data and manage leave requests. Similar to the ESS e-learning course, an MSS online course will be available to managers and can be taken at their convenience and at a pace that's comfortable for them. The e-learning courses are designed to be engaging and interactive, and will contain simulations that show users how to navigate the system and test their knowledge. E-learning courses can be taken multiple times, and will take approximately one hour to complete. For more information regarding MSS, click [here](#).

Time Administrator Refresher:

An e-learning course designed as a reference tool for time administrators and time keepers who have completed the classroom training. This course can be referred to as often as needed. This class will take approximately one hour to complete. This class will be available in mid-February, 2011.

Reporting:

This e-learning course has been developed for HR generalists or primary users to demonstrate the different reporting functions of KHRIS. It is recommended that it be taken before classroom training and should take approximately one hour to complete. This course will be available in mid-February, 2011.

Timesheet & Paystub Tutorials:

These tutorials will explain how the new timesheet will work and will include information about the changes to employee pay stubs or vouchers. All employees will be able to access a timesheet tutorial online. This course will be available in mid-February.

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Classroom Courses:

Human Resource Generalist:

A five-day classroom training provided by the Personnel Cabinet for human resource generalists or primary users. This course will cover the areas of organizational management, personnel administration, time management, payroll and benefits. Classes began January 24 and will continue through March.

Time Administration:

A one-day classroom session for time administrators and time keepers conducted by the Personnel Cabinet. This training will provide direction and hands-on exercises for those with time keeping responsibilities. Classes will run through March.

Secondary User:

This training will be provided by individual agencies and will be tailored specifically to agency needs. Contact your training lead to find out if and when this training is planned for your agency.

Workshops / Webinars:

Various sessions may be provided by individual agencies and tailored specifically to the changes and impacts associated with KHRIS. Contact your training lead or your agency implementation lead to find out if and when these workshops are planned for your agency.

There are additional [Tools & Events](#) to support you as you learn to use the KHRIS system.